



Name

Address

City, State, Zip Code

Dear ,

Missouri's early intervention system, known as First Steps, provides services for families and very young children. System Points of Entry (SPOE's) are located throughout the state of Missouri to ensure that First Steps is visible and easily accessible by families and referral sources. (Insert local SPOE information) is your local SPOE; you may contact them at (insert SPOE phone number).

As one of the federally required referral sources for Part C of the Individuals with Disabilities Education Act (IDEA), we want to be sure that you are supported to make referrals easily to your local SPOE and that you continue to be informed and involved in service planning as appropriate. Enclosed is a standard Referral Form provided for your use in making referrals to your local SPOE. As you may be aware, federal and state regulations require that a referral is made within two working days from when you become aware of a child who may be eligible for the First Steps system. Missouri's eligibility criteria are on the reverse side to assist you with identification of children who may be eligible. Please do not defer a referral if you are unsure of a child's potential eligibility.

Please use these forms as needed, completing each Referral Form with as much information as you have available the refer can be mailed/faxed to:

SPOE Name

Address

City, State Zip Code

Phone number

Fax number

You will receive a response to your referral, providing you with an update on the status of the referral. If you have any further questions, please do not hesitate to contact them.

Sincerely,